



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, NJ 08807

908/725-6300 / FAX 908/707-1235

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POSITION OPENING

Title of Position: **CONFIDENTIAL SECRETARY I
TO DIRECTOR OF HUMAN SERVICES**

Reports To: Director of Human Services

Responsibilities

Under the direction of the Director of Human Services, the employee performs responsible and varied secretarial and clerical services with above average expertise and competence, records management and filing, exercises judgment in connection with handling office work which involves contact with confidential welfare and health related matters, disseminates information properly and appropriately and/or directs the individual requesting the information to the appropriate source and at all times maintains a high level of confidentiality. The incumbent assists as necessary in the coordination of the Director's schedule, provides administrative support and keeps related business matter and correspondence personal and confidential. The incumbent will also fill in for the confidential secretary to the Township Administrator. Employee will be tasked to handle constituent case work with promptness, courtesy, and efficiency. Performs other related work as required.

Qualifications:

Must have excellent secretarial skills and be able to interact with the public with courtesy and tact. Must be able to use initiative and discretion based upon knowledge of Director of Human Services direction and follow all policies and procedures. Must have excellent command of the English language, grammar and spelling; familiarity with office equipment; must be computer literate. Must be highly organized and be able to work independently to perform all assigned tasks. Must be able to maintain confidentiality of work performed.

Grade E

Salary: \$31,882 - \$47,841.

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Normal Work Week: Monday – Friday – 9:00 a.m. to 5:00 p.m.

This non-union position will require occasional work outside normal business hours.

POST 8/26/2014

REMOVE Until filled